

Policy: 1301 Procedure: 1301.07

Chapter: Legislative Policy and

Community Affairs

Rule: National Bring Your Child To

Effective: 10/05/05

Dated: 06/14/04

Replaces: 1311

Work Day

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) observes the National Bring Your Child to Work Day. This event provides children with a hands-on view of the parent's workplace, job duties, and a variety of the jobs that are available in the workforce. ADJC encourages its employees to have their children participate so that they can better understand the importance of having a job and becoming better citizens.

Rules:

- 1. EMPLOYEES AND THEIR CHILDREN shall adhere to the following guidelines:
 - a. **PARENTS** should use discretion in determining whether a child is mature enough to spend a day in the workplace;
 - b. **EMPLOYEES** shall inform their supervisor 48 hours prior to the day of their participation;
 - c. **EMPLOYEES** are responsible for their child(ren) and shall be careful to ensure their presence is not disruptive to the work area and other employees;
 - d. **EMPLOYEES** shall perform their duties, notwithstanding their child(ren)'s presence;
 - e. **CHILDREN** shall **not** be passengers in a state vehicle.
- 2. **EMPLOYEES AND THEIR CHILDREN** shall observe appropriate safety and security measures. Restrictions include, but are not limited to, the following:
 - a. CHILDREN shall not enter any secure facilities:
 - b. **CHILDREN** shall not read confidential material;
 - c. **CHILDREN** shall not perform any duties prohibited by law or regulation for anyone other than an employee;
 - d. **CHILDREN** shall not be in any work area prohibited by law or regulation for anyone other than an employee;
 - e. **EMPLOYEES** shall follow any other restrictions set by the supervisor;
 - f. **EMPLOYEES** in an area with multiple participants may want to prepare a group "office tour" to:
 - i. Inform and show the children the purpose of the Department;
 - ii. Explain what their area is responsible for and how it interacts with other sections in the Department/State Government; and
 - iii. Answer any questions that the children may have.
 - g. After the group activity, the **EMPLOYEE** may demonstrate his/her specific job duties and responsibilities.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: